

TERMS OF REFERENCE – REQUEST FOR QUOTATIONS

SPECIFICATION FOR ADOBE ACROBAT DC FOR TEAMS

Food & Beverages Manufacturing Sector Education and Training Authority's (FoodBev SETA) hereby invites you to submit quotations to supply and deliver laptops.

Closing date of submission	18 th November 2022
Closing time of submission	16:00
Quotes to be e-mailed to	scm@foodbev.co.za
All quotes must be valid for at least	30 days
Delivery address for the goods	7 Wessels Road, Rivonia, Johannesburg

All queries/ clarifications can be sent in writing, citing the bid reference above to the under-mentioned person before the closing date for the quote:

Queries address to	Lunga Mokoena
Telephone Number: Landline	011 253 7300
e-mail address to send queries	Lungam@foodbev.co.za

1. BACKGROUND

FoodBev SETA is a Schedule 3A Public Entity established in terms of the Skills Development Act 97 of 1998. FoodBev is currently operating in Johannesburg at number 7 Wessels Road, Rivonia. FoodBev SETA's function is to promote, facilitate and incentivize skills development in the food and beverages manufacturing sector.

FoodBev SETA is one of 21 Sector Education and Training Authorities (SETAs) across the economy mandated to facilitate the delivery of skills development in the country in line with National Skills Development Plan (NSDP) outcomes.

2. PURPOSE

FoodBev SETA is seeking a reputable service provider to assist with the supply and delivery of a PDF Document Editing Application.

NOTE: The service provider is required to indicate the Expected Time of Delivery for the Application in the quote.

3. SCOPE OF WORK

3.1. ADOBE ACROBAT DC FOR TEAMS

Specification	Quantity
<ul style="list-style-type: none">• ADOBE ACROBAT DC FOR TEAMS• Operating System Compatibility (Windows & Mac)• 1 Year Subscription (Cloud)	50

3.1. The bid will be evaluated in accordance with the following two stages:

3.1.1. Criteria 1: Compliance evaluation – bidders will first be evaluated in terms of compliance that is meeting minimum requirements. Bidders who do not fulfil all the requirements or do not submit required documents using the required format, will be disqualified and not move to the next stage of evaluation.

3.1.2. Criteria 2: Price and BBBEE status level of contributor and this will be evaluated on an 80/20 procurement principle.

4. Criteria 1 - Compliance Evaluation

The Bidders must submit:

- 4.1. Proof of registration on the National Treasury CSD (Central Supplier Database)
A full report must be submitted
 - 4.2. Standard Bidding Documents (SBD) forms: (SBD 1, SBD 3.3, SBD 4)
 - 4.3. Tax Clearance Certificate and Pin
- *Failure to submit the above documents will result in the bidder being disqualified.*

5. Criteria 2 - Preference Points Allocation

The bid will be evaluated based on the PPPFA 80/20-point system as presented in the Preferential Procurement Regulations 2017, for this purpose SBD 6.1 form should be scrutinized, completed, and submitted together with your quotation. The 80/10-point system will be as follows:

Price Assessment	80 Points
TOTAL	80
Preferential Elements	20 Points
B-BBEE Status Level of Contributor	Number of Points (80/10 system)
1	20
2	18
3	16
4	12
5	8



6	6
7	4
8	2
Non-compliant contributor	0

6. CONDITIONS OF CONTRACT

The successful service provider undertakes:

- a) To treat all relevant and available data and/or information provided by the FoodBev SETA and its employees strictly confidential.
- b) Not to discuss or make any information available to any member of the public, press or other service provider/consultant or any other unauthorized person(s) except as authorized by the Chief Executive Officer of the FoodBev SETA or her delegate;
- c) Not to copy or duplicate any software or documentation for private use;
- d) To give back to the FoodBev SETA all documentation, reports, programmes etc upon completion of the project;
- e) General conditions of the request for quotation (RFQ), contracts and orders will be applicable in the execution of the contract;
- f) Parking and travel between the prospective service provider's office and the venue selected by the SETA will be borne by the Service Provider;
- g) Failure to adhere to the above conditions will lead to the invalidation of the quotation;
- h) The FoodBev SETA reserves the right to discontinue work on any element of the quotation at any given time in consultation with the Chief Executive Officer of the FoodBev SETA, for example the quality of work delivered is poor or the service provider is unduly delaying delivery of service;
- i) Enter into a Service Level Agreement with the FoodBev SETA, where applicable or necessary.

7. PROCEDURES FOR SUBMITTING PROPOSALS

The closing date for proposals is 18 November 2022 at 16:00.

Prepared by:

Mr. Goitseona Mmope (ICT Officer)

Date: 08.11.2022

Signature: _____

Reviewed and approved by:

Mr. Siyabonga Dyosiba (Manager ICT)

Date: 08.11.2022

Signature: _____

